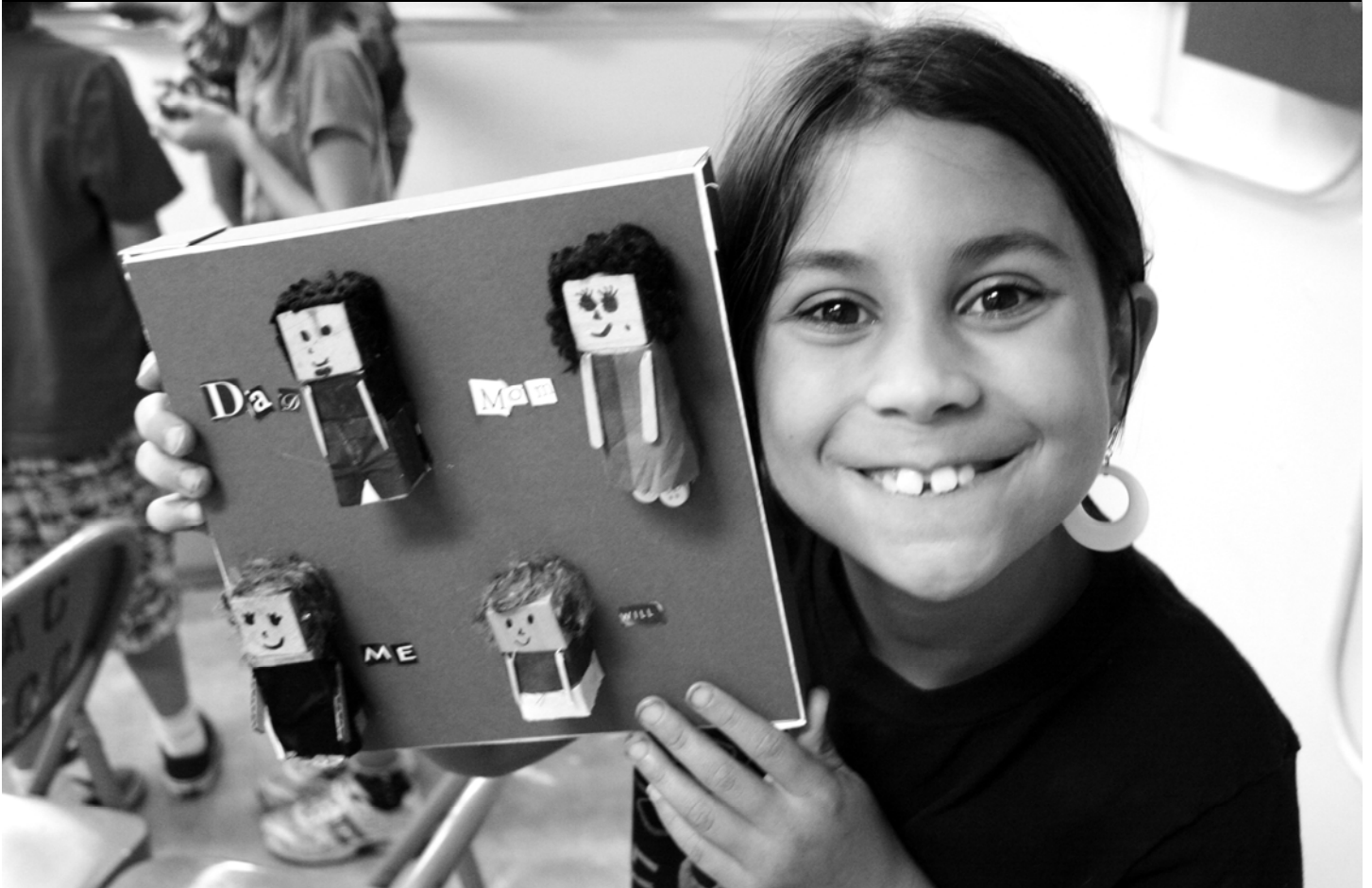


# **Art Skills Assessment 2011-12 Packet**

## **DOUGHERTYARTSSCHOOL**



**AT THE DOUGHERTY ARTS CENTER**    [www.doughertyartscenter.org](http://www.doughertyartscenter.org)

Please read this packet carefully. Incomplete applications will not be considered. Completed application materials please submit to:

**ATTN: Rachel Crist  
Dougherty Arts School  
1110 Barton Springs Road  
Austin, TX 78704**

**Questions?  
Email: [Rachel.Crist@austintexas.gov](mailto:Rachel.Crist@austintexas.gov)**

### **Your completed application should include:**

- ☐ City of Austin Application  
*(Submit online at [www.austincityjobs.org](http://www.austincityjobs.org); or if not posted request a copy via email: [Rachel.Crist@austintexas.gov](mailto:Rachel.Crist@austintexas.gov))*
- ☐ Current Résumé  
*(Include any experience working with children & submit online with COA application at [www.austincityjobs.org](http://www.austincityjobs.org); or if not posted email to [Rachel.Crist@austintexas.gov](mailto:Rachel.Crist@austintexas.gov))*
- ☐ Dougherty Arts Skills Assessment & Lesson Plan  
*(Mail to address below ATTN: Art School; Drop off at Dougherty Arts School; or fax to 512-974-4039)*

# DOUGHERTYARTSSCHOOL - Job Descriptions

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## ARTS INSTRUCTOR

(Summer Camp, Preschool, After School, Emerging Artists, Teen Workshops & Dougherty ARTSreach)

**Basic Duties:** Step in to take over teaching assignment for a program for the duration of the school year, can be very short notice. Instruct curriculum each day for assigned program. Maintain close supervision of children at all times during program hours, including free time and playground time as well as classroom time. Instruct classes in visual arts or performing arts. Manage student behavior and create & teach lesson plans. Ensure proper sign in/sign out procedure for each child, monitor waiver/release forms and attendance. Relay important information to parents and specialists in a timely fashion. Maintain regular communication with parents about students conduct and performance. Document incidents, injuries and behavioral issues using Dougherty Arts School procedures. Maintain a clean and well kept classroom space with organized supplies and work areas as specified by contract with assigned site. Set up and take down classroom decorations and supplies at assigned site, return all borrowed items to the Dougherty Arts School by the end of the program (or as specified). Engage directly with children in classroom and on playground. Provide a good example of behavior at all times. Performing arts and visual arts instructors collaborate.

**Minimum Qualifications:** 18 years or older. College degree in progress or equivalent in Fine Arts, and experience working with youth in a classroom setting.

**Desired Experience:** BA / BFA in Fine Arts, Performance or Education. Prefer at least six months experience in a related field. Comprehensive knowledge of specific arts area and experience with lesson plans, classroom discipline and management.

**Substitute Arts Instructor (Artist For Hire):** Step in to assist and/or lead class when a teacher is absent. Basic duties, minimum qualifications and desired experience reflect that of the Arts Instructor position.

## TEACHER'S ASSISTANT (August—May only)

**Basic duties:** Coordinates and leads counselors in planning activities during early studio, late studio, breaks and lunch. Organizes and distributes art supplies to teachers and supervise student behavior management. Assistant to two Program Specialists.

**Minimum Qualifications/Experience:** 18 years or older. High school graduate with 1yr. related experience. Area of expertise wanted but not limited to one of these categories: Visual Arts / Animation / Graphics software knowledge / Theatre Arts.

**Substitute Teacher's Assistant (Artist For Hire):** Step in to assist and/or lead class when a teacher is absent.

Basic duties, minimum qualifications and desired experience reflect that of the Teacher's Assistant position.

(Note: Teacher's Assistant and Lead Counselor are the same position.)

## LEAD COUNSELOR (Summer only)

**Basic duties:** Coordinates and leads counselors in planning activities during early studio, late studio, breaks and lunch. Organizes and distributes art supplies to teachers and supervise student behavior management. Assistant to Program Specialists.

**Minimum Qualifications/Experience:** 18 years or older. High school graduate with 1yr. related experience. Area of expertise wanted but not limited to one of these categories: Visual Arts / Animation / Graphics software knowledge / Theatre Arts. (Note: Teacher's Assistant and Lead Counselor are the same position.)

## COUNSELOR (Summer only)

**Basic duties:** Plans and leads activities for youth, assists instructors in the classroom, including occasional substituting for instructors. Organizes and implements outdoor recreation games with students, instructs arts and crafts activities and devises new games for the students to play. Displays appropriate behavior and is a role model at all times.

**Qualifications/Experience:** 18 years or older. High school graduate with six months related experience. Area of expertise wanted but not limited to one of these categories: Visual Arts / Animation / Graphics software knowledge / Theatre Arts.

**Substitute Counselor (Artist For Hire):** Step in to assist and/or lead class when a teacher is absent. Basic duties, minimum qualifications and desired experience reflect that of the Counselor position.

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations are made on an individual basis to comply with the ADA. If you require accommodations due to a disability, please notify our staff of your request seven business days prior to the beginning of your class at 974-4040.

Dougherty Arts Center programs follow local standards of care as stated in the City of Austin Childcare Ordinance No. 030227-69.



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Austin Parks and Recreation Department [www.cityofaustin.org/parks](http://www.cityofaustin.org/parks)



# DOUGHERTYARTSSCHOOL – **SECTION A. Position Interest**

Applicant name: \_\_\_\_\_

Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please check off the boxes of all the programs you are interested in.**

## ☐ **Year Round: Artist For Hire Substitute Program**

Employed as an **Artist for Hire** makes you a candidate for substitute work opportunities. This is a year round program, wherein applicants are either employed as a substitute Arts Instructor, Teacher's Assistant, or Arts Counselor and sub for all Dougherty Arts School programs according to skills and availability.

Application packet due

Throughout the year.

## ☐ **Fall — Spring: Explore Arts Preschool Program**

**Tuesday/Thursday morning & afternoon**  
**8:30-12:30 or 12:30-4:30**

**AGES 3.5—5 YRS**

*Located at Dougherty Arts School. Program includes lessons in performing and visual arts with outside time.*

### **FALL 2012**

Application materials due

Friday, June 15 by 5pm

Interviews

June 25 – 29

New Hire Orientation

July 5 / July 6

Preschool Training (required)

Monday, August 27 – 31

Preschool begins

Tuesday, September 4

## ☐ **Fall — Spring: After School, Pre/Teen Saturday Workshops & Outreach Programs**

For more information on specific programs please visit our website at [www.doughertyartscenter.org](http://www.doughertyartscenter.org)

☐ **Creativity Club:** After school program at participating AISD elementary schools, City of Austin recreation centers & at the Dougherty Arts School. Lessons include visual, performing and digital arts with outside recreation time.

☐ **Eco Family Arts:** Family workshops for 7-12 year olds.

☐ **Emerging Artists:** Saturday workshops for 9-12 year olds.

☐ **Teen Workshops:** Saturday workshops for 13-17 year olds; Studio Alternative Processes & DIY Digital Interactive Youth.

☐ **Dougherty ARTSreach:** Performing arts story-time at participating City of Austin Public Libraries.

### **FALL 2012**

Application materials due

Friday, June 15 by 5pm

Interviews

June 25 – 29

New Hire Orientation

July 5 / July 6

After School Training (required)

August 13 – 24

Workshop Training (required)

TBA

*Dougherty ARTSreach*

Training (required)

M, W, F August 10 – 21

## ☐ **Summer 2012: Youth / Preteen Camps & Teen Workshops**

For more information on camp descriptions and themes please visit our website at [www.doughertyartscenter.org](http://www.doughertyartscenter.org)

**Monday—Friday (various shifts starting as early as 7:30am and leaving as late as 6pm at the Dougherty Arts School)**

☐ **Summer Arts Adventure:** Youth summer camp for 5-6 year olds. Lessons include 2D/3D visual and performing arts.

☐ **Summer Studio—BFA & MFA:** Preteen summer camp for 7-12 year olds. Lessons include 2D/3D visual and digital media arts.

☐ **Teen Workshop Series:** Summer workshops for 13-17 year olds; Studio Alternative Processes & DIY Digital Interactive Youth.

### **SUMMER CAMP 2012**

Application packet due

Friday, March 30 by 5pm

Interviews

April 9 – 20

New Hire Orientation

April 26 / April 27

CPR & First Aid Training

Saturday, June 2

Camp Training (required)

June 4 – 8

Summer Camp begins

Monday, June 11

Summer Camp ends

Friday, August 10



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# DOUGHERTYARTSSCHOOL– **SECTION B. Skills Assessment**

Applicant name: \_\_\_\_\_

Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

## CHECK ALL YOUR AREA(S) OF EXPERTISE:

### Performing Arts:

- ☐acting      ☐spoken word  
☐improve    ☐musical theatre  
☐dance      ☐performance art  
☐music      ☐production work  
☐set design ☐costume design  
☐pantomime ☐mystery theater  
☐folk dance ☐choreography  
☐theater games  
☐Other: \_\_\_\_\_  
 \_\_\_\_\_

### Visual Arts:

- ☐painting      ☐animation  
☐drawing      ☐digital art  
☐ceramics    ☐video art  
☐sculpture    ☐urban art  
☐jewelry      ☐eco-art  
☐fiber art     ☐installation  
☐sewing      ☐fashion design  
☐photography ☐architecture/drafting  
☐printmaking ☐graphic design  
☐bookmaking ☐papermaking

### Additional Skills:

- ☐tai chi      ☐martial arts  
☐yoga        ☐pilates  
☐magic      ☐teambuilding  
☐juggling    ☐kite construction  
☐frisbee    ☐hula hooping  
☐birding    ☐gardening  
☐Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**List all experiences working with children:** (This section does NOT replace your City of Austin Application, which should list your work experience. This should be a summary of your jobs related to working with youth and can consist of/but not limited to camp counselor, assistant instructor, instructor, etc.):

Position Title	Duties	# months worked	Children's age range	# of students in group	Full or part time?
1.					
2.					
3.					
4.					
5.					

### Important Information:

- ✓ For the safety of our participants, the City of Austin requires a criminal background check on all applicants selected for hiring that will be working with children.
- ✓ If you have lived outside the state of Texas in the last 10 years you will need to be fingerprinted for a state and/or national criminal background check.
- ✓ The City of Austin REQUIRES that you provide your **unlaminated** Social Security Card. If your card is laminated or you do not have one; you will be required to get one from the Social Security Administration.
- ✓ Due to 1) the short length of the summer camps, 2) the consistency required for fulfilling lesson plans and 3) consistency for the students; time off for personal vacations will not be available for Instructors, Lead Counselors and Counselors during Summer Camp.
- ✓ How did you hear about us? ☐City of Austin Jobs ☐Dougherty Website ☐Job Fair ☐Flyer ☐Other: \_\_\_\_\_

## SECTION C: TIP

When preparing your lesson, please keep these points in mind:

- 1.Are you creating a lesson plan for 2 hours, 1 day, or 2 weeks?
- 2.What is the age group? Are you using appropriate supplies for that age group?
- 3.How will you get the students excited about the project?



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# DOUGHERTYARTSSCHOOL– *SECTION C. Lesson Plan*

*This page must be submitted with your assessment packet to be considered complete.*

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Lesson title: \_\_\_\_\_

Age group: \_\_\_\_\_ Class length: \_\_\_\_\_ Art medium: \_\_\_\_\_

**GOALS AND OBJECTIVES:** What do you want students to learn or accomplish by the end of the lesson? How will they do this?

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**VOCABULARY:** A list of all words that are integrated into the project.

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**SPECIAL CLASSROOM ARRANGEMENTS:** What do you need in your classroom?

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**SUPPLIES:** List everything you might need.

- |         |         |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |



# DOUGHERTYARTSSCHOOL– *SECTION C. Lesson Outline*

**INTRODUCTION :** Write a simple, basic script of what you will say to introduce the project.

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**STEPS / PROCEDURE :** List steps in doing the project, break it down by the ½ hour, hour, day or weeks. Make sure your directions are clear and in order.

**1:** \_\_\_\_\_

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**2:** \_\_\_\_\_

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**3:** \_\_\_\_\_

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**4:** \_\_\_\_\_

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**5:** \_\_\_\_\_

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**6:** \_\_\_\_\_

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**CONCLUSION / REVIEW :** How will you wrap up and evaluate what they've learned? Art gallery, critique, identify elements or vocabulary words are just a few examples.

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